

3 May 00

APPENDIX A  
SAMPLE APPLICATION FOR RESERVE WARRANT OFFICER PROGRAM

SSIC

DATE

From: Sergeant John J. Doe, Jr. 000 00 0000/0000 USMCR  
To: Commandant of the Marine Corps  
Via: (1) Immediate Commanding Officer  
(2) Endorsing chain of command  
(3) Commanding General, Marine Corps Recruiting Command  
Code (OE), 3280 Russell Road, Quantico, VA 22134-5103

Subj: REQUEST FOR APPOINTMENT UNDER THE FISCAL YEAR 20XX  
ENLISTED TO WARRANT OFFICER (RESERVE) PROGRAM

Ref: (a) SECNAVINST 1120.11\_  
(b) MCO 1040.42\_  
(c) MCBul 1040 of (date)  
(d) MCO P1070.12\_  
(e) MCO 1001.52\_

Encl: (1) Data Sheet  
(2) Physical  
(3) SRB, page 12  
(4) SRB, page 11  
(5) SRB, page 9  
(6) SRB, page 3  
(7) BIR and BTR  
(8) ROS, EDU, RT07  
(9) Reserve Qualification Summary  
(10) Photograph  
(11) List any other enclosures as applicable

1. I am eligible (except for {type of waiver}) and apply for the Fiscal Year 20XX Enlisted to Warrant Officer (Reserve) Program per references (a) through (c). Enclosures (1) through (XX) are attached as requested. The following information is submitted:

- a. Date of Birth: (YYMMDD)
- b. Permanent Pay Grade and Date or Rank: (E-X, YYMMDD)
- c. Off-duty courses completed or currently enrolled in that are not shown in the MCTFS or on college transcripts:

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d. Military schools and correspondence courses completed or currently enrolled in that are not shown in the MCTFS education screens:

e. Total amount of qualifying naval service: (years, months, days), (If other than naval service is included in the Pay Entry Base Date (PEBD) on the BIR, show branch of service, periods of service, and highest grade held. Show all dates and times in year, month, day format. Compute all dates and times as of 1 December the year of the board.)

f. Amount of service for retirement purposes: (years, months, days).

g. MOS and Billet for which applying: (Note: not all applicants will be qualified to apply for more than one MOS. Apply only for the MOS in which qualified per the MOS Manual. You can choose as many specific billets from the vacancy list, in a qualified MOS, where you are willing to attend drills.)

(1) First Choice: 0000 - RUC 00000 CITY, STATE

(2) Second Choice: 0000 - RUC 00000 CITY, STATE

(3) "I am willing to accept any billet in the qualified MOS listed above."

(Note: Applicants are required to provide their own transportation to and from the Home Training Center for any of the above choices.)

h. ASVAB/AFCT EL test score and test date: XXX (YYMMDD)  
(If using the Scholastic Aptitude Test (SAT) or American College Test (ACT) to qualify, include the SAT/ACT test report as an enclosure.)

i. A recent photograph, per reference (d), is attached as enclosure (10).

2. "I have a (type of security investigation) completed on (date),  
" or "I do not have an investigation completed but it was initiated on  
(date)."

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3. "I, (Full Name), if selected for appointment to warrant officer and upon acceptance of such appointment, agree to remain in the Ready Reserve, in a drilling unit, for a period not less than three years, unless sooner separated for cause under the provisions of SECNAVINST 1920.6A, Administrative Separation of Officers. I understand that this obligation will run concurrently with any other legal obligation in force and will not serve to decrease any such obligation."

4. SMCR personnel must include the following paragraph:

"I understand that selection to the grade of warrant officer guarantees that I will fill a billet in a Selected Marine Corps Reserve unit for which I have chosen."

5. Per reference (e), Active Reserve (AR) personnel who apply for an SMCR billet must include the following paragraph:

"I understand, if I am selected for SMCR warrant officer, I will be released from my AR contract on the 1st day of the seventh month after accepting my appointment."

6. Show unit telephone number and point of contact. Indicate your administrative office's DSN and commercial numbers. In addition, list home and civilian business telephone numbers and e-mail address (if you can be reached online to complete or correct your application).

SIGNATURE OF APPLICANT

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